

940 ARWI 65-601

BY ORDER OF THE COMMANDER 940th AIR REFUELING WING

940th AIR REFUELING WING INSTRUCTION 65-601

12 December 2000

Budget

PROGRAMMING AND FINANCIAL MANAGEMENT

OPR: 940 ARW/FMA (Dinzel L. Riley)

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Pages: 2

Distribution: F

This instruction implements AFPD 65-6, *Air Force Budget*. It directs the appointments and outlines the minimum functions of the 940th Air Refueling Wing's Financial Management Board (FMB).

SUMMARY OF REVISIONS

*This revision reflects the new 940th Combat Logistics Support Squadron (CLSS) and Deputy Support Group Commander (STG/CV) positions. A (I) indicates revision from previous edition.

***1. Background Information:** The management of financial resources requires the personal attention of the 940th ARW Commander. The FMB is established to assist the Wing Commander in the exercise of financial management responsibilities.

***2. Composition:** Membership will consist of the following 940th ARW Staff:

Wing Commander – Chairperson

Operations Group Commander

Logistics Group Commander

Support Group/Deputy Support Group Commanders

Logistics Plans Officer

Senior Recruiter

940 CLSS Commander

940 Aerospace Medical Squadron Commander

Financial Analysis Officer – Recorder

3. Duties and Responsibilities: The board members will:

3.1. Review, evaluate, and approve operations operating budget estimates and formal revision thereto, ensuring that:

3.1.1. Estimates are correctly priced and are developed in accordance with directives and policies of higher headquarters.

3.1.2. Estimates are based on the latest program guidance.

3.1.3. Estimates of increases as compared to the current approved financing and prior year's experiences can be fully explained in terms of cost factors, workload, or program changes.

3.2. Approve distribution of the initial unit approved funding and approve an obligation plan for the year.

3.3. Review, at least quarterly, approved operations operating budget and status of funding.

3.4. Meet, at least quarterly or as frequently as directed by the Wing Commander, to participate in the development of estimates and to review the operating budget.

4. Minutes of Meetings: Minutes will be signed by the Financial Analysis Officer as recorder and by the group commander as the chairperson. One copy of the minutes will be maintained in the Financial Analysis Office.

VIK C. MALLING, Colonel, USAFR

Commander